

PAYDAY FYI
ANNUAL CUTOFF SCHEDULE
2003

Cutoff dates have been established to ensure distribution to employees on the 10th payday for each month. Dates specified below are the dates that both the electronic version and printed copies must arrive to the appropriate location.

Printed copies = The date paper inserts must be delivered to Agency Payroll Offices (See print needs)
PDF & text version = The date electronic version that must be delivered to DOP Communications Office
Payday = The date information will be made available to state employees

JANUARY

2 - Printed copies
2 - PDF & text version
10 - Payday

FEBRUARY

3 - Printed copies
3 - PDF & text version
10 - Payday

MARCH

3 - Printed copies
3 - PDF & text version
10 - Payday

APRIL

2 - Printed copies
2 - PDF & text version
10 - Payday

MAY

1 - Printed copies
1 - PDF & text version
9 - Payday

JUNE

2 - Printed copies
2 - PDF & text version
10 - Payday

JULY

1 - Printed copies
1 - PDF & text version
10 - Payday

AUGUST

1 - Printed copies
1 - PDF & text version
11 - Payday

SEPTEMBER

2 - Printed copies
2 - PDF & text version
10 - Payday

OCTOBER

2 - Printed copies
2 - PDF & text version
10 - Payday

NOVEMBER

3 - Printed copies
3 - PDF & text version
10 - Payday

DECEMBER

2 - Printed copies
2 - PDF & text version
10 - Payday